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From: Han, Linda (DPH)
Sent: Wednesday, November 09, 2005 12:00 PM
To: Kazianis, Arthur (DPH)
Subject: FW: Timesheets Due Thursday Morning

Importance: High

fyi!

-----Original Message-----

From: Pribeck, Kristen (DPH)
Sent: Wednesday, November 09, 2005 8:40 AM
To: Bird, Ciranna (DPH); Brelsfoard, Samuel (DPH); Caloggero, Dina (DPH); Cheung, Henry (DPH); DiNatale, Margaret (DPH); Foley, Joan (DPH); Grazioplene, Mariah (DPH); Greer, Garry (DPH); Han, Linda (DPH); Janakiraman, Viji (DPH); Kopec, Leo (DPH); Madigan, Phyllis (DPH); Meigs, Michelle (DPH); Narasimhaswamy, Vasudha (DPH); Nawn, Kathleen (DPH); Pribeck, Kristen (DPH); Ridley, Stephen (DPH); Smole, Sandra (DPH); Stinson, Cynthia (DPH); Stowell, Marcia (DPH); Sullivan, Julie (DPH); Tisei, Nancy (DPH); Pandian, Guna (DPH); Walsh, Paul (DPH); Konomi, Raimond (DPH); Nassif, Julianne (DPH); Sloutsky, Alex (DPH)
Subject: Timesheets Due Thursday Morning
Importance: High

Hello All,

Due to the holiday on Friday you will need to fill out your time by **Thursday, November 10 by 9:30 am.** If your regularly day starts after 9:30 am, please fill out the timesheet for the rest of the week on Wednesday.

Please note that staff can only work on holidays when there are essential activities that must be performed and cannot be postponed until another day. You may not work on a holiday unless you receive prior written approval from your supervisor.

If you have any questions, please let me know.

Thanks,
Kristen

Kristen Pribeck
State Laboratory Institute
Massachusetts Department of Public Health
305 South Street
Jamaica Plain, MA 02130

T 617-983-6212
F 617-983-6210
kristen.pribeck@state.ma.us

From: Cormier, Carol (EHS)
Sent: Tuesday, November 08, 2005 4:46 PM
To: Borne, Alan (DPH); Borne, Deborah (DPH); Fausett, Gary (DPH); Jacobsen, Patricia (DPH); Jankauskas, Paul (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Peppe, Joseph (DPH); Pribeck, Kristen (DPH); Ridley, Stephen (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Stevenson, Allan (DPH); Walsh, Paul (DPH); Beck, Ann (DPH); Cochran, Jennifer (DPH); Dooley, Jacqueline (DPH); Hernandez, Rosa (DPH); Izzi, Marcia (DPH); Lancto, Denise (DPH); McGeown, Catherine (DPH); Morrison, Robert (DPH); Shirley, Jean (DPH); Som, Sunna (DPH)
Subject: Logs

Hi,

Please note that because of the Friday holiday the payroll logs will need to be completed and returned to me by 10:00 a.m. on Thursday. All adjustments should be sent on Monday as usual. Please let me know if you have any questions.
Thanks